



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MENTAL HEALTH EDUCATION PROGRAM SUPV

Job Number: 20000990

Job Code: 41760V151016

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops, and implements various educational programs and activities adapted to meet the needs of exceptional children and supervises the work of para-professional and professional staff in providing academic, social, and/or special educational activities for people with emotional, social or developmental disabilities in a state hospital, institution, or facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (which includes six semester hours of courses in education).

EXPERIENCE:

Must have four years of experience in special education or a related field.

Substitute EDUCATION for EXPERIENCE:

A master's degree in education, special education, psychology, social work or a related area will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises staff responsible for providing special educational activities for students with social, emotional and/or developmental disabilities. Provides in-service training to staff in areas such as oral-reflex development, non-oral communication and other areas. Provides technical assistance to organizational units on matters dealing with the administration of all operational rules, regulations, policies, and procedures. Reviews data obtained from staff and from state and federal regulations to develop and recommend the establishment or modification of policies and procedures. Implements changes to programs as recommended by the Licensure and Regulation Board. Serves as liaison between facility and public school systems by developing after school programs in self-help skills. Prepares and maintains records and reports to include licensure and regulation plans of correction, team reports, progress reports, statistical analysis of staffing pattern, etc. Maintains contacts with teaching staff, administrators both within and outside agency, public school teachers and administrators and other professionals for the purpose of providing information regarding programs and activities offered by the facility.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically is performed in an office setting and involves supervising staff in a hospital or institutional setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.